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Approved For Release 2004/05/05 : CIA-RDP84B00890R000300060015-5

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27 MAY 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. McDonald
Director of Logistics

SUBJECT: Directorate of Operations/Office
of Logistics Working Relationships

Harry:

1. At the last staff meeting presided over by Max, he asked each Office for suggestions on how working relationships with the Directorate of Operations (DO) could be improved.
2. The suggestions outlined below, if implemented, would enable the Office of Logistics (OL) to become more responsive to DO logistical requirements.
 - a. OL needs to be given the earliest possible notice of new DO programs which will require substantial priority logistical support. This will permit OL to posture for prompt, effective, and professional responses to each requirement. Some recent improvements have been made on this problem. A senior Logistics Officer has been assigned as a special assistant to Deputy Chief, Near East Division. The Executive Officer, OL, is now attending the weekly SSA/DDA support officers' staff meetings and is meeting weekly with the Chief, Evaluation and Programs Development Staff, DO. Consideration should be given to the use of Logistics Annexes or Integrated Support Plans for DO projects and OPACTS which involve significant logistical support.
 - b. Customers should make realistic use of the priority systems (due dates) and have an understanding of OL's capability to respond.
 - c. Through better planning, OL could utilize alternatives to premium transportation which could substantially reduce overall transportation costs.
 - d. Logistics offices within DO area divisions should be reviewed as to capabilities and requirements and enhanced where necessary.
 - e. DO Junior Case Officers should be exposed to some type of formal training and indoctrination so that they can better understand OL capabilities and requirements.

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2. I am available to discuss these suggestions with you at your convenience.

[Redacted Signature]

James H. McDonald

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